

By-Laws of the Mansfield Public Library Advisory Board

Article I

Definition

The Mansfield Public Library Advisory Board is appointed by the Mansfield City Council to serve as the liaison between the Library and the community, and to advise the Council, City Administration and Director of Library and Historical Services ~~City Librarian~~ on matters pertaining to public library service.

Section 1

There are ~~nine (9)~~ seven (7) Library Board members who serve staggered two-year terms and meet regularly or as necessary with the Director of Library and Historical Services. ~~Meetings are open to the public, are held in accordance with City policy, and follow specific rules of order.~~

Section 2

The Library Board members will be limited to serving three consecutive terms for a total of six years.

Term limits were established to begin January 1, 2022 to limit the terms to six year for all board and commission members unless the change causes an excess of 25% of the board or commission to turn over. If there is an excess of 25% of turnover then the most senior members in time would terminate.

A member can reapply after a break from that board or commission that is equal to or no less than twelve months.

Section 3

Meetings are open to the public, are held in accordance with City policy, and follow specific rules of order.

For more details on the Library Advisory Board and its meetings, see *Guidelines for Library Advisory Board Meetings*, separately.

Article II

Meetings

Section 1

Regular meetings of the Library Board will be held at a time designated by the Board in the library or in another place which the Board may determine.

Section 2

Special meetings may be called by the President or at the call of any two members of the Board, provided that adequate notice is given to all Board members and the public, in accordance with City policy and Chapter 551 of the Texas Government Code, also referred to as the *Open Meetings Act*. Meeting announcements will be posted at the entrances and on the public bulletin boards of the Mansfield Public Library.

Section 3

A majority of members will constitute a quorum at all meetings of the Board. In the absence of a quorum, the meeting will be cancelled.

Section 4

All questions presented for a vote of the Library Advisory Board will be decided by a simple majority of the quorum, including the vote of the President.

Section 5

Any member of the Board who misses three consecutive meetings without cause may be considered to have resigned, in which case the Board may recommend to the City Council that a replacement be appointed for the balance of the unexpired term.

Section 6

Robert's Rules of Order Newly Revised (RONR) will govern the parliamentary procedure of the Board, in all cases to which they are applicable, and in which they are not inconsistent with these by-laws and/or City policies and practices.

Article III

Officers

Section 1

Officers of the Library Board will be the President, the Vice-President, and the Secretary.

Section 2

Officers will be elected and take office at the annual meeting of the Board, held in November.

Section 3

Vacancies in office will be handled as follows:

- a. In the event of resignation or incapacity of the President, the Vice-President will become President for the unexpired portion of the term.
- b. Vacancies for officers other than the President will be filled for the unexpired term by a special election of the board.

Section 4

Duties of the officers will be as follows:

- a. **President**

- i. Preside at all meetings, following the agenda, keeping the meeting on track, and maintaining order and decorum.
 - ii. Appoint special committees.
 - iii. Assist the Director of Library and Historical Services in establishing the agenda for each meeting. Agenda items requested by board members will be included.
 - iv. In the absence of the Secretary, sign the approved minutes.
- b. **Vice-President**
 - i. Assist the President in directing the affairs of the Board and act in the President's absence.
 - ii. In the absence of the Secretary and the President, sign the approved minutes.
- c. **Secretary**
 - i. Be responsible for the accuracy of the minutes of the board meetings and bring any corrections to the attention of the Board at the next meeting.
 - ii. Sign the approved minutes and file them with the Director of Library and Historical Services.

Article IV

Committees

Section 1

Committees may be appointed for special purposes by the President and with the consent of the majority of the Library Board. All committees will have at least one Library Board member serving on them. These committees will be dissolved upon completion of their assignments.

Article V

Ex-Officio Members

Section 1

The Director of Library and Historical Services will be an ex-officio member of the Library Board and may act as parliamentarian.

Section 2

The City Council may appoint a Council member to serve ex-officio as liaison between the Council and the Library Board.

Section 3

The City Manager or his/her designee will serve as a non-voting ex-officio member of the Library Board.

Section 4

The President of the Friends of the Mansfield Public Library will be an ex-officio member of the Library Board.

Article VI

Powers and Duties of the Library Board Members

Section 1

Library Board members will:

- a. Attend board meetings and become familiar with how the library is organized and functions.
- b. Abide by applicable ordinances of the City of Mansfield.
- c. Act in an advisory capacity to the City Council, City Administration, and the Director of Library and Historical Services.
- d. Refrain from participating in the day to day management concerns of the library.
- e. Encourage citizen participation and input at board meetings and refer comments, suggestions, and recommendations to the Director of Library and Historical Services, who will take them under advisement.
- f. Work with the Director of Library and Historical Services to recommend policies to govern the operation and programs of the library.
- g. Assist in long-rang planning, including planning for expansion of library facilities.
- h. Assist in interpreting the policies and functions of the Mansfield Public Library to the public.
- i. Encourage in every way, the development of public library service.
- j. Represent the Library at public functions.

Article VII

Amendments

These by-laws may be amended by majority vote at any regular meeting, provided that the appropriate established guidelines have been followed for introducing and conducting Library Board business (see *Guidelines for Conduct of Library Advisory Board Meetings*). Amendments will be subject to the approval of the Mansfield City Council.

Approved by the Mansfield Public Library Advisory Board October 10, 2012

Amended by City Council September 2021